



**City of Annapolis**  
**Department of Neighborhood & Environmental Programs**  
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## **Annapolis Conservancy Board**

May 14, 2015

The Annapolis Conservancy Board (ACB) of the City of Annapolis held its regular meeting on May 14, 2015, at the Roger "Pip" Moyer Recreation Center. **Chair** Jennings called the meeting to order at 5:37pm.

**Present:** **Chair** Jennings, Hosmer, McFall  
**Absent:** Lippert  
**Staff:** Broadbent-Board Liaison  
**Guest:** G. Elson-Assistant City Attorney, Diane Butler

### **II. APPROVAL OF MINUTES**

#### **March 12, 2015 Meeting Minutes**

Ms. Hosmer moved approval of the March 12, 2015 meeting minutes as amended. **Chair** Jennings seconded the motion. The motion passed unanimously in a vote of 2-0.

### **III. OLD BUSINESS**

#### **a. Election of Officers**

**Chair** Jennings noted that there needs to be election of officers at the beginning of each year. Ms. Hosmer suggested delaying the Election of Officers vote until the new bylaws have been drafted.

Ms. McFall moved that the current officers continue to serve until the bylaws have been drafted. Ms. Hosmer seconded the motion. The motion passed unanimously in a vote of 3-0.

**Chair** Jennings announced that Ms. Clift resigned from the ACB. Ms. Broadbent agreed to check into a citation for Ms. Clift, Mr. Chapman and Mr. Fogle who have all recently left the ACB.

#### **b. Legal Updates**

##### **1. Memorandum of Understanding (MOU) with County- Programmed Open Space Funding**

Ms. Broadbent met with Mr. Morris, Director of Recreation and Parks, to schedule a meeting to go over the best approach to moving some of the ACB projects forward. Mr. Elson noted that the agreement was drafted and there were some comments received from Mr. Savidge that will be incorporated but agreed to disseminate it to Mr. Morris for comments. It was noted that at some point the agreement need to be presented to the County. **Chair** Jennings clarified that the agreement must be signed by the Mayor and County Executive.

##### **2. Schubert Property**

Mr. Elson drafted a deed that was revised by Mr. Lomax. He realized that this deed document may have had some incorrect boundaries so sent Mr. Lomax an email requesting clarifications but has not received a response to date. He agreed to resend the email but clarified that the City would like to know exactly what they will be receiving as a result of accepting the property.

**3. Vytar Easement**

**Chair** Jennings visited this property with Mr. Savidge and Mr. Brice late last year to confirm that the easement parcel directly abuts the city-owned street. As a result, no other property owners would need to be involved in creating a trail through the property.

**c. City-owned Parcels**

**Chair** Jennings noted that the ACB discovered last year that some parcels believed to be easements were actually City-owned parcels with no deed of easement. The Board may want to consider whether it would make sense to place an easement on those parcels through a third party (the City can't own the parcel and hold the easement simultaneously). Ms. Broadbent agreed to locate the binder of conservation easement survey work prepared by Rosamond Rice to bring to the July meeting for discussion. She will plan to use the book to get a full list of easements and target those parcels that might need easements.

**d. Board Vacancies**

**Chair** Jennings clarified that there are three vacancies on the ACB and she will be checking with Ms. Bierman regarding the status of the applications in the Mayor office. Ms. Broadbent agreed to check with Alderman Littman.

**e. Kingsport Variance Request**

**Chair** Jennings reported that she sent an email to the Dept. of Planning and Zoning indicating that the ACB didn't want to make a decision about recreation facilities in the Kingsport Easement until they had opportunity to review the deed of easement. Since that time, she received a letter from a resident who is adjacent to the easement that indicates that they were told that there would be no structures at this location which is the reason he paid more money for his house. Also, discussion on the Kingsport community blog indicated it had been approved. She sent Mr. Tom Smith an email requesting whether the HOA requests to make recreational improvements in this area was approved or not by Planning and Zoning but has not heard back from him to date. Ms. McFall believes that the question to be answered is what the City contemplated for this property when it placed it in a conservation easement. Ms. Broadbent will follow up with Mr. Smith for a response to report at the July 9, 2015 meeting. Ms. Hosmer believes that there need to be a way for the City to collate all of the data required to evaluate these types of issues and make it accessible i.e. through website, etc. Ms. Broadbent indicated that the burden should be on the group requesting the variance to present all of the relevant information to the ACB at a meeting. **Chair** Jennings agreed to draft what she believes that ACB role should be in the variance process for review and once approved then the ACB could meet with the P&Z Director.

**f. 2015 Easement Inspections and Reports**

**Chair** Jennings would still like to tour the easements as a group. She noted that June 13, 2015 would be a good day for the group site visit. She agreed to choose 2 or 3 other dates as well as the best easements to tour to send to the ACB for consideration.

**g. Greenway Mapping and Targets**

Ms. Hosmer agreed to contact Ms. Shawn Wampler with the City to arrange a meeting to discuss GIS layers.

**IV. REGULAR BUSINESS BEFORE THE COMMITTEE**

**a. Review Minutes of Other Environmental Boards**

The minutes of other Commissions and Boards were provided via email for review.

**b. City Legislative Update**

**Chair** Jennings reported that the Forest Conservation Act – O-32-14 is up for a vote on Monday, May 18, 2015. Ms. Broadbent agreed that the first version of this Ordinance is up for a vote but it since

has been revised. There will be a special meeting of the Council to compare the model, the first version and the amended version of the ordinance at 1:30pm on Thursday, May 21, 2015.

**V. NEW BUSINESS**

**a. Bylaws**

**Chair** Jennings reported that it has recently come to her attention that the City does not have a set of bylaws on file for the ACB. It is likely that bylaws had been drafted at some point, but no one seems to have a copy. The bylaws must be approved by the City Council, and if the former bylaws cannot be found, new ones will have to be drafted and approved by the Council. Mr. Elson agreed to send

**Chair** Jennings a copy of the bylaws of other boards to use as a sample when drafting the new ACB bylaws. Ms. Hosmer agreed that if someone provides a sample bylaw for her to use, she will draft some bylaws for the ACB to review. Ms. Butler agreed to provide a copy of the AEC bylaws and Mr. Elson will check with Ms. Raftovich to see if any bylaws have already been written for the ACB.

**VI. ADJOURNMENT**

With there being no further business, Ms. McFall moved to adjourn the meeting at 7:28pm. Ms. Hosmer seconded the motion. The motion passed unanimously in a vote 2-0.

**The next meeting is scheduled for July 9, 2015 at 5:30pm at Pip Moyer Recreation Center.**

Tami Hook, Recorder